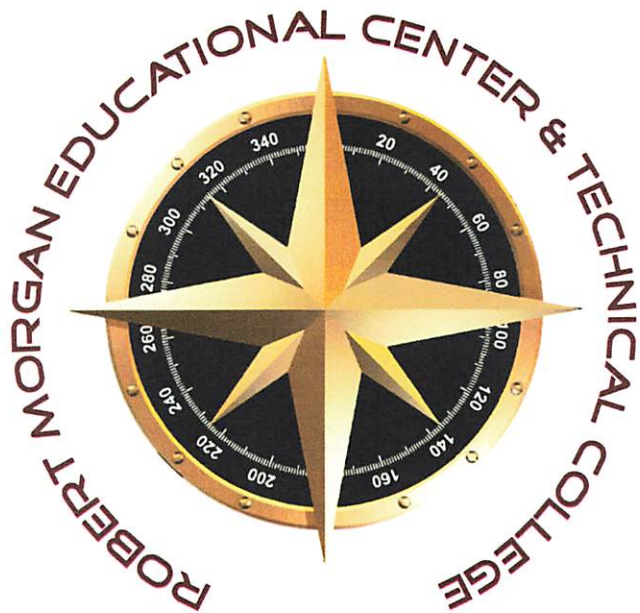# Robert Morgan Educational Center & Technical College

Safety and Health Plan

Vision Statement

Robert Morgan Educational Center & Technical College's sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

Mission Statement

Robert Morgan Educational Center & Technical College is committed to impart knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

Purpose

Each school principal must develop an internal uniform school health and safety plan to effectively ensure prompt attention to the care of an injured or ill student. It is strongly urged that the uniform plan become a part of the general emergency plan and procedures required of each school.

Reporting and Investigating Accidents

All student accidents, injuries, and illnesses resulting from contact with owned or leased property, while the student is presumed to be under school authority, will be reported immediately to the principal or administrator in charge. Additionally, the supervising teacher will inform Ms. Martinez-Hill, Office Manager (Day) or Ms. Gloria Ramos, Data Input Specialist (Evening) to complete the accident report.

Students also assume the responsibility of having their own insurance as it is not provided by the school for Adult Education/Technical College students. Health Science (Practical Nursing, Medical Assisting, etc) have insurance due to the externship or clinical sites.

In case of serious injury or illness, the principal or designee will initiate communication for emergency medical systems (911) and notify the adult student's emergency contact.

The supervising administrator must enter the information in the Automated Incident Report System (AIRS) within 24 hours.

Employee Injury at the Work Site

In the event an employee is involved with an accident or injury, the injury will be reported to Gallagher-Bassett, the School Board's contracted third-party worker's compensation administrator. The Office Manager, Ms. Ivette Martinez-Hill, has been identified as the person responsible for handling documentation for any employee injury at the worksite. If she is not available, an assistant principal or Ms. Gloria Ramos, Data Input Specialist can perform this duty. The identified designee will:

1. Upon notification of an injury, telephone 305-995COMP (2667) to complete the Notice of Injury using the employee's description of the injury. This process will be completed over the phone. At the time of the call, the identified designee will need the injured employee's address, phone number, social security number, the employee's rate of pay and location of the accident. In cases of serious injury, the principal or designee will initiate communication for emergency medical systems (911), then call 305-995-COMP (2667).

2. Immediately after an accident occurs, the administrator or designee must investigate the accident by:
   a. Obtaining a clear description of the accident
   b. Obtaining names and addresses of witnesses
   c. Examining the area where the accident occurred
   d. Taking pictures of where the accident occurred (if necessary)
3. Complete a Worker's Compensation Medical Request and give it to the employee to take with him/her to the authorized health center. Inform the employee, they are to go to the Worker's Compensation health center, not their primary care physician. In addition, inform the employee they are to bring back any/all documentation provided to them from the health care provider. Lastly, inform the employee that if additional treatment is needed, they are to contact 305-995-COMP (2667).

If the employee was allegedly hurt by furniture, equipment or an area of the school, an administrator or designee will check for maintenance report it to maintenance (work order) for repair. If it is furniture, it will be removed by custodians.

Employees who have been released to return to work from their authorized physician should report immediately to their administrator and present the proper documentation of release. Gallagher-Bassett will follow up in writing to the worksite administrator of the employee's release.

Emergency Procedures for Seriously Ill or Injured Students

It is imperative that every student have updated emergency contact information on file in FOCUS. When a classroom teacher, or person in charge, believes a student is seriously ill or injured the following steps/procedures will be taken:

1. The instructor will immediately notify administration. Administration will initiate communication for emergency medical systems (Dial 911).
2. In case of a serious injury, make the student as comfortable as possible. DO NOT ATTEMPT TO MOVE THE STUDENT OR ADMINISTER MEDICATION.
3. Office personnel will notify the individual listed as the emergency contact.
4. In cases where the individual(s) listed as the Emergency Contact cannot be reached, the attending administrator must go with the student if he/she is transported.
5. Teachers must meet with the Office Manager, Ms. Ivette Martinez-Hill (Day) or Ms. Gloria Ramos, Data Input Specialist (Evening) as soon as possible to complete the accident report. All accidents are to be recorded in the Miami-Dade County Public Schools ASPEN Health and in Automated Incident Response System (AIRS) within 24 hours of the accident. An AIRS report is completed only if fire rescue, 911 or school police is called.
6. Adult students with minor ailments, (i.e. headaches, muscle aches, etc) can leave school early if they are able to do so. If they need to report to the clinic for a brief time, please contact Ms. Ivette Martinez-Hill.

Illnesses and Injuries to Students

All employees responsible for supervision of student and student activities are to take precautions to protect the life, health, and safety of every student in an effort to reduce or eliminate accidents, injuries,

and illnesses. In certain school activity assignments, students are to be furnished with and required to wear safety devices and protective clothing; and shall employ safeguards necessary to reduce or eliminate accident and injuries. Refusal or failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary prohibiting them from participating in classroom activity.

Minor Injuries

In the case of minor injuries, teachers must complete an accident report with the appropriate school personnel. Principal's designee will make an assessment of injury. If the injury requires minimal first aid, assistance will be offered to the student. If deemed necessary, emergency contact will be contacted.

Automatic Incident Reporting System (AIRS)

Incidents are recorded in the Automatic Incident Reporting Systems (AIRS) by the reporting administrator and are identified as critical or non-critical incidents. This allows School Operations, Risk and Benefits Management access to the reports and provide the necessary support.

Review and Evaluation

The faculty is notified of these procedures through faculty meetings and in the Robert Morgan Educational Center & Technical College Faculty and Staff Handbook. Students are notified during New Student Orientation, through their instructors and in the Student Handbook & Catalog. The plan and other safety measures assures the health and safety of the employees, students, and guests and is reviewed annually through School's Climate survey provided by the school district with secured numbers to access.

Information Technology

Strategic Plan

Miami-Dade County Public Schools

M-DCPS IT Strategic Plan

Executive Summary

The 2011-2014 M-DCPS Information Technology (IT) Strategic Plan identifies the District's information system needs over the next three years starting with the 2011-12 school year. This Plan ensures District alignment, improves service quality, and reduces costs. Most importantly, the Plan supports and promotes student achievement by deploying the most efficient and effective technologies; thus, providing students with access to secure and high-quality resources anywhere and anytime.

The Plan generally follows the specific guidelines recommended and published by the State of Florida Department of Education in its publication *"District Technology Plans: Essential Components and E-Rate Plan Criteria."*[1] It must be noted, however, that the Federal Communications Commission (FCC) released on September 28, 2010, its "6th Report and Order (FCC 10-175)"[2] affecting E-Rate guidelines, including the removal of "Budget" as one of the five required Essential Components. Nevertheless, this Plan retains its "Budget" discussion to substantiate M-DCPS awareness of its financial responsibility when participating in the E-Rate program. This document, therefore, specifically details the following components:

- Mission and Vision
- General Introduction / Background
- Needs Assessment / Goals
- Funding Plan / Budget
- Technology Acquisition Plan
- Access
- User Support Plan
- Staff Training Plan
- Program Evaluation
- E-Rate Program Planning Criteria (E-Rate Plan Addendum)
- NCLB: Enhancing Education Through Technology Part I Application (EETT Plan Addendum)

The Plan itself, including its development and writing, did not encumber any additional funds, as staff developed it. Furthermore, by developing this Plan, the District complies with its need to provide the details necessary to meet federal and state requirements to participate in the federally funded E-Rate program (See Appendix A for E-Rate details.). Thus, the Plan provides the roadmap necessary to support the District's efforts to succeed in reaching its Goal of Student Achievement and its four complementary Pillars.[3]

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[1] Florida Department of Education, "District Technology Plans: Essential Components and E-Rate Plan Criteria"

[2] http://www.usac.org/_res/documents/about/pdf/fcc-orders/2010-fcc-orders/FCC-10-175.pdf

[3] District Strategic Framework 2011-14 Miami-Dade County Public Schools available at http://osp.dadeschools.net/0910plan.pdf

M-DCPS IT Strategic Plan

In addition to focusing on the District's IT needs, especially the students', this Plan addresses the process for selecting and managing strategic initiatives that, once implemented, will lead to significant, measurable improvements in academic performance and operational efficiency. As an example, the replacement of legacy applications, that are 25-30 years old and require extensive support and expertise; through the ERP (Enterprise Resource Planning) system and its corresponding SAP (Systems, Applications and Products) software, is in progress, on time, and within budget. There is no doubt that the ERP system and its corresponding SAP software have started to revolutionize business practices in the District.

The ERP implementation is only one example of how this Strategic Plan will take the District's technology from the <u>current level</u> to the <u>desired level</u> of support for the District's Goal and Pillars. In summary, the Plan:

- Provides stakeholder inclusiveness,
- Establishes a more efficient process for acquiring technology,
- Provides uniformity in IT standards,
- Lowers maintenance costs,
- Establishes measurable indicators,
- Promotes equitable distribution of resources,
- Enhances monitoring of IT projects,
- Provides a plan for infrastructure development, and
- Provides a mechanism for directing the District's technology future.

Through discussions with key District administrators and thorough evaluations of the applications in use and the needs of stakeholders, a clear direction emerged leading to the development of this Plan. The needs were identified and then refined as costs, timing, and resources were determined. During this process, ITS staff recognized that some initiatives lay the Foundation for the ones remaining. As a result, the M-DCPS IT Strategic Plan classified initiatives as either Foundation or Portfolio projects. For detailed descriptions and timelines of these projects, see Appendices B and C respectively.

There are nine projects proposed in this Plan considered necessary for other projects and, and thus called Foundation projects. These projects will maintain the existing infrastructure, continue to provide and enhance access to secure and high-quality information, and meet the state and federal requirements for confidentiality, online educational learning and assessments, etc. They will be financed through Capital, E-Rate, and grant monies so, generally, they do not encumber any additional District funds. However, in the case of E-Rate funding, the District can only rely on the schools funded at the E-Rate 90% level, based on capped E-Rate funding; this assumes the District will be responsible for the 10% funding difference. Specific details of each of these Foundation projects appear in Appendix B, including their timelines.

M-DCPS IT Strategic Plan

A separate list of projects, the Portfolio projects, reflects the needs of District stakeholders and focus on:

- streamlining business processes (e.g., the Mainframe Replacement projects and the Electronic Signature Forms Flow project),

- new software and capabilities (e.g., the Adult/Community Education Student Management System and the Elementary Student Scheduler),

- hardware to facilitate student learning (e.g., PCs to establish a 3:1 ratio in the Computer Refresh project and the project on Classroom Retrofit for Interactive Boards), etc.

There is no funding allocated yet for these projects, but their descriptions appear in Appendix C. Furthermore, at ITS there is a standard methodology in place to select Portfolio projects for implementation using a "Weighted Analysis Tool," along with evaluations of the strategic fit, benefits, total cost of ownership, and risks of each project. The tool and process for selecting, implementing, and monitoring these projects if funded are in Appendix D.

It is evident that the IT Strategic Plan provides the flexibility necessary to complement the existing Districtwide strategic planning effort and any future changes in direction (See Appendix D for examples.). The Plan provides the School Board with the choice to approve or reject projects based on Districtwide priorities, as IT processes can be refined and/or modified to accommodate and meet evolving District needs.

Furthermore, the Plan supports the District's and Instructional Technology's integration of the most efficient and effective technologies to facilitate learning. The technology-based innovations in core subject areas and the 24/7 access to online applications for remediation, acceleration, and enrichment truly extend learning and provide the needed "Links" to drive student achievement. The numerous software applications available to students, coupled with professional development opportunities for teachers that Instructional Technology provides, clearly support the Superintendent's continued innovation and use of technology to revolutionize learning for students and teachers.[4]

It is obvious that technology will be an integral part of any transformation agenda and will continue to impact all aspects of the educational environment. Therefore, this Plan will exploit current and future technologies to implement and support the most efficient and cost-effective infrastructure and systems. This will enhance the students' learning experiences and raise their academic achievement.

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[4] Superintendent's Memorandum "Progress Within the Strategic Framework" to The Honorable Chair and Members of The School Board of Miami-Dade on May 12, 2010

M-DCPS IT Strategic Plan

2011 – 2014 Information Technology Strategic Plan

1.0   MISSION and VISION

Information Technology Services (ITS), following the District's initiative,[5] and in cooperation with Instructional Technology, created the Information Technology (IT) Strategic Plan to ensure District alignment, improve service quality, and reduce costs. Most importantly, the IT Strategic Plan strives to provide the infrastructure and support necessary to facilitate student achievement.

The District's IT **Vision** recognizes that all learners, and those supporting the learning process, are consumers of technology who access information, communicate, collaborate, construct knowledge, and are prepared for the workforce of this new millennium.

The Plan envisions many substantial and complex changes in the way M-DCPS aims to utilize technology. Ensuring the success of these proposals requires a serious commitment, at all levels, to address these challenges. Specifically, there must be a conscientious effort to pay attention to establishing a culture of change, providing adequate staff development, empowering all members of the learning community, encouraging risk-taking, focusing on results and communication, and sharing successes and shortfalls.

The District's IT **Mission** is to maximize the use of appropriate current and future technology to collect, maintain, and deliver high quality information to effectively empower the District. As such, it aims to meet its Goal of improving student achievement and its four complementary Pillars. Technology is more than an enabling tool for learning and back-office support; it is the foundation of knowledge management and an essential means for delivering and experiencing learning.

The success of M-DCPS and its technology initiatives, in the end, will be determined not only by the quality of its designs – as outlined throughout this Plan – but also by the quality and effectiveness of their implementation throughout the District. Successful implementation requires efficient work structure and processes. The District will undoubtedly benefit by smartly investing in sufficient technology resources that will ultimately ensure committed, competent, and empowered teachers; and well-designed student learning opportunities and learning environments.

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[5] District Strategic Framework 2009-14 Miami-Dade County Public Schools available at http://osp.dadeschools.net/0910plan.pdf

M-DCPS IT Strategic Plan

2. 0   GENERAL INTRODUCTION / BACKGROUND – *The District*

The Miami-Dade County Public School System (M-DCPS) is the nation's fourth largest school district with a culturally diverse body of 345,458 students in grades PK-12 in 427 schools taught by 20,517 teachers.[6] In addition, there are 56,021 students enrolled in the District's Adult-Vocational education program.

K-12 Student Demographics[7]

Student Population	Enrollment	%
Hispanic	222,167	64%
Black, non-Hispanic	86,617	25%
White, non-Hispanic	30,671	9%
Other	5,951	2%

M-DCPS is administered independently of the metropolitan and city governments. However, the Miami-Dade metropolitan government is responsible for collecting taxes to support the District.

The District Superintendent is appointed by the School Board and is responsible for the overall school administration. The Superintendent's Web site addresses an array of important District demographics and programs intended to support its diverse student and community population.[8]

On January 13, 2010, the Board adopted the 2009-14 Strategic Plan Framework[9] as a roadmap to chart the District's journey over the next five years. The memorandum[10] detailing the progress within this framework reflects the remarkable job that teachers, administrators, and staff have done in propelling students' learning in spite of the dire economic conditions.

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[6] Miami-Dade County Public Schools Statistical Highlights 2009-10 (April 2010)

[7] Miami-Dade County Public Schools Statistical Highlights 2009-10 (April 2010). The percentages were rounded.

[8] http://superintendent.dadeschoolsnetwork.net/districtoverview.html

[9] District Strategic Framework 2009-14 Miami-Dade County Public Schools available at http://osp.dadeschools.net/0910plan.pdf

[10] Miami-Dade County Public Schools, Memorandum from the Superintendent to the School Board, May 12, 2010

2. 0   GENERAL INTRODUCTION / BACKGROUND – *The District* (continued)

The District has always supported innovation and the use of technology to facilitate students' achievement (See the report Knowledge to Go Places: An Education Plan for the 3rd Millennium.)[11] The Superintendent's Memorandum of May 12, 2010, (mentioned and referenced in the previous page) also asserts that M-DCPS will be exploring the use of technology in the classroom to revolutionize learning for students and teachers. Nowhere is this better exemplified than in the District's iPrep Academy which is currently transforming teaching and learning through the latest technology and environmental innovations.

2.1   ITS Organization

ITS provides the backbone and convergence point for information systems and data management within M-DCPS. The Chief Information Officer at ITS reports to the Associate Superintendent and Chief Financial Officer.

ITS consists of 11 work locations and 8 business units which appear below.

Assessment, Research, and Data Analysis (ARDA) establishes and implements high standards and procedures for quality assessment, data collection, and data analysis to ensure the accuracy and validity of student achievement data that drive the decision making process. Additionally, the division is responsible for all program evaluations and statistical research for the District.

Attendance Services/Records and Forms Management (AS/RFM) processes Full-time Equivalent (FTE) audits, registrations, student transfers/appeals, foreign student placement, Florida Home Education Program, truancy referrals, student attendance, maps and boundaries, driver's license revocation, Florida Department of Law Enforcement Missing Children Program, data input, and insures compliance with all state and federal regulations. Records and Forms Management establishes and administers a management program directed to efficiently and economically create, utilize, maintain, retain, preserve, and dispose of District records and forms.

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[11]   M-DCPS, Knowledge to Go Places: An Education Plan for the 3rd Millennium pages 14-15, 37-47, and 55-61 available at http://curriculum.dadeschools.net/EducationPlan/index.html

M-DCPS IT Strategic Plan

2.1   ITS Organization (continued)

Business and Operational Services (BOS) provides management, monitoring, and technical support for the District's network and server equipment. BOS also offers oversight for all budgets and contracts. It is responsible for Technical Services, Database Services, SAP Basis (Business Application Integrated Software Solution), and Facilities and Computer Operations. Lastly, the E-Rate department (See Appendix A.) administers the District's Federal E-Rate Program, providing application submittal, tracking, and support for approximately $50 million in projects annually.

Data Security establishes and manages the policies and procedures for securing the information technology operating environment from unauthorized access. As such, this unit has the responsibility to safeguard the confidentiality of all District data, including its transmission through an uncompromised and secure network.

Infrastructure and Systems Support (ISS) provides a single point of contact for District staff to request, service, maintain, monitor, and enhance the schools' and District's data and telecommunications infrastructure. The Executive Support Team (EST) provides technical support to the School Board Administration Building staff, including the Board Members. The departments for field support services, network and systems support (Systems User Support – SUS), and telecommunications support provide assistance through the online HEAT system of requests for services, follow-up phone calls, and on-site visitations. They also stock the ITS Warehouse with the communication equipment and software necessary for staff to work efficiently and effectively.

Program Management / Process Engineering (PM/PE) is responsible for monitoring the strategic and tactical planning within ITS by managing the M-DCPS IT Strategic Plan, serving as the Project Management Office for ITS, facilitating ITS performance measurement and documentation, and supporting ITS process improvement initiatives. Additionally, this department oversees the Standards and Procedures documents for ITS.

Systems and Programming Services (S&PS) collects, processes, and maintains information for all M-DCPS students and employees. Staff develops online applications and/or collaborates in the implementation of third-party systems. S&PS is currently implementing the ERP (Enterprise Resource Planning) system to replace some legacy applications, including Finance and PERS.

M-DCPS IT Strategic Plan

Technology Delivery is responsible for creating and maintaining the District's Web site, Portals, and Technology Learning Center. The department also oversees the Change and Release Management processes for all ITS new applications and changes to existing applications. Additionally, it is responsible for Enterprise Communications which manages all Active Directory and VPN (Virtual Private Network) security access and use; and the District's HEAT Service Desk software which is used for reporting systems' issues and problems.